

Online access instructions for EXISTING employers (employers who already have state unemployment insurance account numbers).

Register online at www.in.gov/dwd. Under the Online Services menu on the right side of the screen select Employer Self-Service for Unemployment Insurance.

You can also access the Uplink Employer Self Service logon page directly by clicking this link:
<https://uplink.in.gov/ESS/ESSLogon.htm>.

The screenshot shows the IN.gov website with the following elements:

- Header:** IN.gov logo, search bar, and navigation links (About Indiana, Agriculture & Environment, Business & Employment, Education & Training, Family & Health, Law & Justice, Public Safety, Taxes & Finance, Tourism & Transportation).
- Left Sidebar:** DWD Home, About, Unemployment, Job Search and Career Training, Employers, News, Partners, Hoosiers By the Numbers, Contact Us.
- Center:** Indiana Department of Workforce Development banner with the 'uplink' logo and 'Unemployment Claim Filing System' text. Below the banner is a section for 'Latest Headlines & Events' with two news items dated September 10, 2010 and November 19, 2009.
- Right Sidebar:** 'Online Services' menu with a red arrow pointing to 'Employer Self-Service for Unemployment Insurance'. Other links include 'Calculate Remaining Weeks of Benefits', 'Filing for Unemployment', 'IndianaCareerConnect.com', 'Employer Job Posting', 'Hoosiers by the Numbers', 'Business Lookup Tool', 'Search for Employment & Training', and 'Forms.IN.gov'. Below this is a 'Stay Connected' section with 'RSS Feeds' and 'Mobile' links, and a 'Top FAQs' section with four questions.

Next, choose the Uplink Employer Self Service icon in the center of the screen.

You can also click on any of the links listed under ESS Help Tools to learn more about Uplink.

The screenshot displays the IN.gov website with the following elements:

- Header:** IN.gov logo, a search bar, and navigation links for various state departments (About Indiana, Agriculture & Environment, Business & Employment, Education & Training, Family & Health, Law & Justice, Public Safety, Taxes & Finance, Tourism & Transportation). A Governor Mitch Daniels portrait is also present.
- Breadcrumbs:** DWD > Employers > Unemployment Insurance Taxes > Employer Self Service
- Main Content Area:**
 - Employer Self Service:** A central box with the "uplink" logo and the text "Employer Self-Service". An orange arrow points to this box.
 - Subscription Prompt:** A red exclamation mark icon with the text "Subscribe for e-mail updates >".
 - ESS Features:** A section titled "Uplink Employer Self Service (ESS) has new features to help you manage your unemployment insurance account online 24 hours a day, 7 days a week. You can now:" followed by a list of features:
 - Respond to questions on your employees' unemployment insurance benefit claims
 - Upload quarterly wage files containing up to 200 individual employee records
 - Request the State of Indiana to certify your reported wages and contributions to the IRS
 - Inactivate your unemployment insurance account
 - Take advantage of ESS to use these features or our other online resources. New employers can use ESS as well to create an unemployment insurance account instantly.**
 - Access Uplink Employer Self Service** (link)
 - ESS Help Tools** (link)
- Left Sidebar:** A list of links including DWD Home, Employers, Unemployment Insurance Taxes, Employer Premium Rates for 2011, Post a Job on IndianaCareerConnect.com, Federal Bonding Program, Workforce Opportunities Tax Credit, JOBS Initiative, WARN Notices, Required Employer Posters, Hire a Vet, Foreign Labor Certification, Forms and Downloads, and Major Opportunities. A sign-up box for e-mail and wireless updates is also present.
- Right Sidebar:**
 - Online Services FIRST IN LINE EVERY TIME:** A list of services including Calculate Remaining Weeks of Benefits, Filing for Unemployment, Employer Self-Service for Unemployment Insurance, IndianaCareerConnect.com, Employer Job Posting, Hoosiers by the Numbers, Business Lookup Tool, Search for Employment & Training, and Forms.IN.gov.
 - More Online Services >>** (link)
 - Account Center >** (link)
 - Stay Connected:** RSS Feeds and Mobile links.
 - Top FAQs:** A list of four frequently asked questions about unemployment insurance.
- Footer:** An "Error on page." message and an "Internet" icon.


Select the New User? button under the Logon button or choose the New User? menu item on the left-side navigation bar.

Employer Self Service Logon - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://uplink.in.gov/ESS/ESSLogon.htm> Go

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EMPLOYER SELF SERVICE LOGON  unemployment programs

INDIANA WORKFORCE DEVELOPMENT

Logon

[New User?](#) [Forgot Password?](#) [Forgot Username?](#)

Please Logon

Fields marked with an asterisk * are required.

Username *

Password *

Important Information

Welcome to the Indiana Department of Workforce Development Employer Self Service Website. The following capabilities are currently available to employers:

- Registration
- Profile Maintenance
- Quarterly Reporting
- Payment Processing
- Data Review

As some browser buttons can cause unexpected results, please do not use the BACK button or any other external browser buttons. Use only the navigation buttons provided within Uplink. Also, Uplink does use some pop up windows to display certain information such as help content and various other links. Most pop up blocker programs allow you to hold down the ctrl key on your keyboard while clicking a link, to allow a pop up window to open.

Select Employer from the dropdown box; select “Yes” (you have an existing state unemployment insurance account number); and click Next.

Check Existing UI Account - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://uplink.in.gov/ESS/ESSCheckExistingAccount.htm> Go

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CHECK EXISTING UI ACCOUNT

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Check Existing UI Account

You have indicated that you would like to establish a new Logon UserID.

Is this UserID going to be for a UI Employer or [Agent](#) Account?

Do you already have an existing Indiana DWD account number for the account type selected above?

Select 'Yes' to only create an online User Account for your **existing** Employer or Agent account.
Select 'No' to complete the full registration process for a **new** Employer or Agent account.

Employer

☒ Yes ☐ No

Next Cancel

Important Information

If you are an employer, please select 'Employer'. Please do not attempt to register your agent. Agents must register themselves, once an agent is registered in Uplink employer can indicate their business relationships with the agent. If you believe that your agent has not previously registered in Uplink, please contact the agent directly. If you are still unsure to select 'Employer' or 'Agent' in this section, please [contact DWD](#) before proceeding.

Complete the required information. Enter the gross wages from the last report the Department has posted in its system. Note: if you have not sent – or if you only recently sent – a report for the most recent quarter, do not enter those wages. Enter the wages from the quarter prior. Click Next.

Validate Existing UI Account - Microsoft Internet Explorer

Address: https://uplink.in.gov/ESS/ESSValidateExistingAccount.htm

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VALIDATE EXISTING UI ACCOUNT

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Existing UI tax Account Holder verification

Please enter the account information requested below. If you need additional assistance, please contact DWD for further information.

FEIN* (99-9999999)

SUTA Number*

Gross Wages of Most Recent Quarter/Year Filed* 0

[Next](#)

Create your username and password, check the box to accept the User Agreement, and click Next. Print the subsequent page for your records and click Next. You will be taken back to the logon screen where you will enter your Username and Password, select Logon, and begin managing your unemployment insurance account online.

Good Morning Wednesday, March 11, 2009

CREATE NEW USER ACCOUNT

Sign Up For A New Account

Fields marked with an asterisk * are required.

I am signing up as an Employer

Username *
Password * (4 to 15 Characters)
Retype Password *
Secret Question *
Answer *
User Email Address *
Retype Email Address *
User First Name *
User Last Name *
Contact Phone * (999-999-9999) Xtn *

User Agreement

Website Terms of Use Agreement

- Defi**
www.dwd.in.gov is a website maintained on the World Wide Web by the State of Indiana, Department of Workforce Development. "The site" or "site" refers to www.dwd.in.gov. "User," or collectively "Users," refers to any party who accesses the site. "Department" refers to Indiana Department of Workforce Development. "Access" means viewing or otherwise obtaining information located on www.dwd.in.gov. "Agreement" refers to these terms of use and any subsequent modification.
- Acceptance of Terms.**
By accessing the site via the World Wide Web or any other medium, User accepts and agrees to all conditions imposed in this Terms of Use

☐ I accept the User Agreement

Next **Cancel**

Complete the following **ONLY** if you have an agent and want to have all non-certified mail sent to their address.

Under the “Profile Maintenance” menu on the left-hand navigation bar, select Assign Agents. From the dropdown menu, select All, Benefits or Tax.

Note: ***All non-certified mail*** for that selection (All, Benefits or Tax) will be sent to the designated agent.

Assign Agents - Microsoft Internet Explorer

Address: https://uplink.in.gov/ESS/ESSAssignAgent.htm

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ASSIGN CORRESPONDENCE AGENTS

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RHINO TAXI SERVICE INC 500000

Doing Business As: Business Type: Corporation For Profit FEIN: 01-0647884

Assign Correspondence Agents

Correspondence Type:
Agent Details Search

All
Benefits
Tax

Important Information

Assign a correspondence agent for Tax and/or Benefits forms only if you have already established a business relationship with the agent.

☐ By checking this box, I certify that I, , am a responsible party for Rhino Taxi Service Inc. identified for federal tax identification purposes as 01-0647884. I understand that the Indiana Department of Workforce Development (IDWD) maintains three separate and distinct correspondence groups (Benefits, Tax, and Appeals) for the purpose of providing various notices to employers. I understand that I am granting or retracting the selected agent on this screen to right to receive all IDWD correspondence from that correspondence group. I understand that my assignment or retraction thereof in no way relieves Rhino Taxi Service Inc. of any liability that may result from Rhino Taxi Service Inc.'s agent's failure to perform its duties. I agree that Rhino Taxi Service Inc.'s agent will not be held liable to

Assign Clear

Correspondence Agents				
Business Name	First name	Last Name	Phone	Correspondence Type

Type your agent's name and click Search. If there is more than one agent listed in the results, click in the circle to the left of the name to select the correct agent. Once the agent shown/selected on the screen is the agent you use, click Next.

The screenshot shows a web browser window titled "Agent Search - Microsoft Internet Explorer". The address bar displays "https://uplink.in.gov/ESSAgentSearch.htm". The page header includes "Good Morning" and "Wednesday, March 11, 2009". The main header area features the "AGENT SEARCH" title and the "uplink" logo with the tagline "unemployment programs". On the left side, there is a logo for the "INDIANA WORKFORCE DEVELOPMENT". Below the header, a blue bar displays "RHINO TAXI SERVICE INC 500000". The "Agent Search" section contains two input fields: "Agent Business Name" and "Agent ID", followed by a "Search" button. An orange arrow points to the "Search" button. Below the input fields, there is a blue bar with "Next" and "Cancel" buttons. An orange arrow points to the "Next" button.

Complete the following ONLY if you want to authorize your agent to view or have the ability to update your account.

You may also assign an external agent. You can authorize your agent to simply view your account or to update all or part of your account. To assign an external agent, select 'User Maintenance' on the left-hand navigation bar. Once on the User Maintenance screen, select 'Add' on the right-hand side to add an external agent.

User Maintenance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://uplink.in.gov/ESS/ESSUserMaintenance.htm

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USER MAINTENANCE uplink unemployment programs

RHINO TAXI SERVICE INC 500000

Doing Business As: Business Type: Corporation For Profit FEIN: 01-0647884

Internal Account Users Delete Add

Del User Name	Contact Name	Telephone	Email
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External Account Authorizations (Agents) Delete Add

Del Agent Name	Contact Name	Telephone	Email
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Click Search; enter your agent's name; and click Search again. If there is more than one agent to choose from, click in the circle to the left of the name to select the correct one.

Carefully select the authorization you want to give your agent.

- View – The user is only able to look at information. The agent cannot make changes to the account.
- Update – The user is able to look at and change/input information.
- Profile – The user is able to look at and change/input legal information (address, phone number, email address, etc.).
- Quarterly – The user is able to look at and change/input contribution and wage information.
- Administrator – This authorization allows the user to update your profile information, enter quarterly reports and gives the user authorization to access your account.

Be sure to read and click the check box in the Important Information section to authorize this change.

The agent must now access their online account and add your account to their client list.

Click on 'Add & New' to add your agent and give him the chosen authority. Click 'Next' to return to the User Maintenance screen. On the User Maintenance screen you have the ability to edit the agent information or delete them as a user.